



## Salary Negotiations

- 1) Give an initial response. Thank the company for the offer and ask for time to consider it.
- 2) Research Salary Trends. Use a salary calculator such as <https://www.roberthalf.com/salary-guide/calculator>
- 3) Build your case. Make sure you explain why you feel you should get the pay you are requesting.
- 4) Look at the perks and benefits. Does this company offer more vacation days, sick leave, etc.?
- 5) Practice your negotiations. It helps to practice with a friend.
- 6) Contact the organization. Figure out who you should contact. You want to make sure you are negotiating with the correct person.
- 7) Get the offer in writing. Make sure you review the offer to ensure the offer is what was discussed in negotiations. Provide your response as soon as possible, especially if you are going to decline.

Things you can negotiate.

- *Usually negotiable*
  - Offer deadline
  - Start date
  - Salary
  - Signing bonus
  - Relocation Expense
- *Sometimes negotiable*
  - Telecommuting
  - Position Title
  - Position Location

- Performance Review Timing/Frequency
- Non-compete agreements timeframes
- *Usually non-negotiable*
  - Vacation
  - Health Insurance
  - Retirement Savings Plans
  - Non-disclosure agreements
  - Other benefits that apply to all employees.

Sources and additional information:

<https://capd.mit.edu/sites/default/files/Career%20Handbook%202019.pdf>

<https://www.roberthalf.com/blog/salaries-and-skills/be-ready-for-salary-negotiations-with-these-8-tips>

<https://www.roberthalf.com/salary-guide/calculator>